

FY 2004 Software Acceptance Test Report Guidance
Date Prepared

Submitted by: _____¹
Name and Title:

Date of Review:
Project Number and Title:
Software Name(s):

Principal Investigator:
Participants/Reviewers:

Name and Title	Organization and Position	Commercial Phone Number	E-mail Address

SAT Test Plan Version Used:

Decision and Rationale:

Code Performance Profiling Results and Discussion:²

¹ A signed hard copy of the test report must be sent by surface mail to the SAS PM.

² Describe results of the code's profiling: peculiarities of the code's performance, corroborated and unforeseen results, remediation actions which may be necessary to compensate for disclosed deficiencies, any other changes to the project's original proposal's goals and to the project's original schedule. Provide the performance profiling results as an electronic attachment to this report.

Technical Metrics Test Summary:³

CTP Title	Parameters		Tested Value and Outcome
	Optimum Objectives	Minimum Threshold	
			Tested Value: _____ Outcome: ___ Starting point established ___ Fails to meet minimum threshold ___ Meets minimum threshold ___ Meets optimum objective
	Discussion:		
			Tested Value: _____ Outcome: ___ Starting point established ___ Fails to meet minimum threshold ___ Meets minimum threshold ___ Meets optimum objective
	Discussion:		

³ The **Technical Metrics Test Summary** table contains two rows for CTPs; **replicate the rows to accommodate the number of CTPs being for the project.**

For those projects that **use the SAT to document the starting point(s) for the CTP(s)**, check the first line under *Outcome* in the right-most column and provide a CTP matrix (CTPs, less optimum objectives and minimum thresholds) for the SAT. Insert the tested values under *Tested Value* in the right-most column. Use the *Discussion* cell to explain the importance of the CTP's results to the project's goals and CTP parameters for subsequent tests.

For those projects **performance is already established**, insert the *CTP Title* and *Parameters* from the project's approved SAT test plan. Insert the actual *Tested Value* for the platform on which the software performed the **worst**. Check the appropriate line under *Outcome* and provide any clarifying information pertinent to the CTP Parameters or Tested Value you think is cogent to the project in the **Discussion** cell.

Results Workbook File Name:⁴

Project Management Indicators:⁵

PMI	Project Principal Investigator	Outcome and Discussion
1-1	<ul style="list-style-type: none">- Prepares, reviews, updates, and refines project documentation in accordance with guidelines and lessons learned.- Maintains document version control to ensure all changes are tracked and justified.	
1-2	<ul style="list-style-type: none">- Prepares, reviews, updates, and refines the SDP in accordance with guidelines and lessons learned.- Ensures the development team is fully aware of and consults the SDP.- Uses the SDP as a working document and frequently reviews it with team members for compliance, planning, and recommended refinements.	
1-3	<ul style="list-style-type: none">- Complies with <i>(technical and financial)</i> reporting requirements.	
1-4	<ul style="list-style-type: none">- Manages team performance and communication.- Reviews, refines and updates the WBS when reviewing the SDP.	
1-5	<ul style="list-style-type: none">- Monitors development team progress and takes remedial action as necessary.- Ensures compliance with SDP and associated contracts.- Provides progress and remediation reports to the CTA/Portfolio Leader as required.	

⁴ All of the **test data and ensuing results** must be documented for each platform used in the test event. The **data** must be provided electronically in a format compatible with **MS Windows**. The **results** must be tabulated and provided to the SAS PM along with the test report in an **MS Excel workbook**. Column headings shall include the type of platform (e.g., Origin 2000, IBM-SP, Cray T3E, etc.). A prototypical workbook is linked at part 5 of the SAT Test Guidance document.

⁵ Refer to Appendix A, Table 3, **for a complete description of the indicators**. Under *Outcome and Discussion*, relate the results of your examination of the PMI and any strengths or deficiencies noted. If there are deficiencies noted for the PMI, provide a statement of remedial action required along with a suspense date.

PMI	Project Principal Investigator	Outcome and Discussion
2-1	<ul style="list-style-type: none"> - Solicits (user) requirements and input as appropriate. - Provides timely feedback. 	
2-2	<ul style="list-style-type: none"> - Manages error identification, fix and testing procedures and oversees compliance. - Establishes systematic procedures to keep the team and users aware of same. 	
2-3	<ul style="list-style-type: none"> - Establishes regular meetings with the development team to review requirements, schedules and progress and to identify problems. - Regularly briefs CTA/Portfolio Leader and management chain. 	
3-3	<ul style="list-style-type: none"> - Works with supervisor, local security personnel, and the CTA/Portfolio Leader to determine and enforce export control and security restrictions early development process and validates such restrictions as the software capability develops and export control and security guidance changes. - Ensures hosting shared resource center systems administration staff are aware of restrictions to the code and affiliated data. 	

Final Questions:⁶

Question	Determination	Comments
Is the DoD mission relevance of this project documented in the Software Development Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are the requirements of the DoD HPC community in this area documented? Does the software code address all or a subset of these requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

⁶ Review documentation and discuss each item with the Project Principal Investigator. Indicate compliance with a check mark preceding the **Yes** or **No** under *Determination*. As a minimum, provide comments and remedial actions for **No** determinations in the comments cell.

Question	Determination	Comments
Is the plan for parallel development consistent with the project's original proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there a reasonable milestone schedule, key steps of the process, with meaningful critical technical parameters at appropriate stages in the development effort?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there a strategy to identify DoD HPC users who will benefit from this development?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the Project Principal Investigator understand the project management indicators (PMI)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the Project Principal Investigator understand the challenges and risks of the effort?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Test and Evaluation Decision:⁷

Exit Criteria, Other Remedial Actions and Suspenses:⁸

Mandatory Attachments:

1. Performance Profiling Report
2. Test Data (in MS Office-compatible format)
3. MS Excel Workbook of Results

⁷ State your decision concerning the outcome of the SAT. Specifically state whether the project passed the milestone and is ready for continued development. If your decision is suspended pending the resolution of critical items (to be described below), so state.

⁸ **Exit criteria** are those substantive items that must be resolved prior to the CTA/Portfolio Leader's final decision concerning the success of the SAT. **Other remedial actions** are less substantive and need not hold up the CTA/Portfolio Leader's decision. List all exit criteria (and so specify) as well as remedial actions and their corresponding suspense dates. The project lead must show all exit criteria and remedial actions and suspense dates on the project's next and subsequent quarterly reports until all are closed out.